ADMINISTRATIVE PROCEDURES

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SUBJECT: ACCOUNTING

CHAPTER TITLE: ORGANIZATION NUMBERS

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The Organization Numbering System provides a numerical designation for each of the organizational units of the Department of Transportation. These numerical designations provide a means of gathering accounting and other operational information for each organization on the basis of its assigned number. Each DOT agency is assigned the following organization number or range of numbers.

	OI	RG. NUMBI	ERS_
Highways	0056	through	1099
Port Authority		3000	
State Rail Authority State Rail Authority Board		4000 4100	
Motor Vehicles	5020	through	5444
Public Transit		6000	
Aeronautics		7000	
Civil Air Patrol		8000	
Secretary of Transportation		0069	

The larger DOT agencies require the assignment of multiple organization numbers. Within the noted range, specific organization numbers are assigned to permit information gathering for each administrative unit or sub-unit of the agency. The following listing identifies the assignment of organization numbers for Highways and for Motor Vehicles.

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION	
HIGHWAYS' DIVISIONS			
0056	Executive Division	Charleston,	WV
0057	Office Services Division Office Services Division -	Charleston,	WV
	Disposable Office Equip. Inventory	Charleston,	WV
0058	Finance Division	Charleston,	WV
0059	Equal Employment Opportunity Division	Charleston,	WV
0060	Engineering Division	Charleston,	WV
0062	Right-of-Way Division	Charleston,	WV
0063	Information Services Division	Charleston,	WV
0064	Contract Administration Division	Charleston,	WV
0066	Maintenance Division Statewide Equipment Pool	Charleston, Charleston,	
0068	Budget Division	Charleston,	WV
0069	Office of the Secretary	Charleston,	WV
0070	Equipment Division - Headquarters Equipment Division - Sales Line Equipment Division - Repair Line Equipment Division - Equipment Shop	Buckhannon, Buckhannon, Buckhannon, Buckhannon,	WV WV
0077	Materials Control Soils & Testing (MCS&T) Division Headquarters MCS&T Division Equipment Pool MCS&T Division Equipment Shop	Charleston, Charleston, Charleston,	WV
0082	Legal Division	Charleston,	WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DIVISIONS	(Continued)	
0083	Human Resources Division	Charleston, WV
0085	Traffic Engineering Division Traffic Engineering Division	Charleston, WV
	Equipment Pool	Charleston, WV
0086	Program, Planning and Administration Division	Charleston, WV
0090	Auditing Division	Charleston, WV

HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT ON	<u>E</u>	
0103	Boone County Headquarters Boone County Shop	Madison, WV Madison, WV
0108	Clay County Headquarters Clay County Shop	Clay, WV Clay, WV
0120	Kanawha County Headquarters Kanawha County H.Q. Shop	1334 Smith St. 1334 Smith Street
0121	Kanawha County Area Headquarters Kanawha County Area Shop	N. Charleston, WV N. Charleston, WV
0122	Kanawha County Area Headquarters Kanawha County Area Shop	Elkview, WV Elkview, WV
0123	Kanawha County Area Headquarters Kanawha County Area Shop	Chelyan, WV Chelyan, WV
0124	Kanawha County Area Headquarters Kanawha County Area Shop	St. Albans, WV St. Albans, WV
0127	Mason County Headquarters Mason County Shop	Pt. Pleasant, WV Pt. Pleasant, WV
0140	Putnam County Headquarters Putnam County Shop	Red House, WV Red House, WV
0158	District One Comptroller	Charleston, WV
0162	District One Right of Way	Charleston, WV
0167	District One Heavy Maintenance Detachment Headquarters	Charleston, WV
0170	District One Equipment Shop	Charleston, WV
0171	I-64, Section Two Headquarters I-64, Section Two Shop	Hurricane, WV Hurricane, WV
0172	I-64, Section Three Headquarters I-64, Section Three Shop	Charleston, WV Charleston, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT ONE	(Continued)	
0173	I-77, Section Three Headquarters I-77, Section Three Shop	Sissonville, WV Sissonville, WV
0174	I-79, Section Six Headquarters I-79, Section Six Shop	Amma, WV Amma, WV
0179	District One Construction	Charleston, WV
0180	District One Maintenance District One Equipment Pool	Charleston, WV Charleston, WV
0182	Corridor "G" Section Three	Charleston, WV
0197	District One Sign Shop	Nitro, WV
0198	District One Bridge Department	Charleston, WV
0199	District One Headquarters	Charleston, WV
HIGHWAYS' DISTRICT TWO		
0206	Cabell County Headquarters Cabell County Shop	Barboursville, WV Barboursville, WV
0222	Lincoln County Headquarters Lincoln County Shop	West Hamlin, WV West Hamlin, WV
0223	Logan County Headquarters Logan County Shop	Wilkinson-Logan, WV Wilkinson-Logan, WV
0230	Mingo County Headquarters Mingo County Shop	Williamson, WV Williamson, WV
0250	Wayne County Headquarters Wayne County Shop	Wayne, WV Wayne, WV
0258	District Two Comptroller	Huntington, WV

HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT TWO	(continued)	
0262	District Two Right of Way	Huntington, WV
0264	District Two Expressway, Other (Rt. 52 - 1.3 miles)	Huntington, WV
0267	District Two Heavy Maintenance Detachment Headquarters	Echo, WV
0270	District Two Equipment Shop	Huntington, WV
0271	I-64, Section One Headquarters I-64, Section One Shop	Huntington, WV Huntington, WV
0279	District Two Construction	Huntington, WV
0280	District Two Maintenance District Two Equipment Pool	Huntington, WV Huntington, WV
0281	Corridor G, Section One	Miller Creek, WV
0282	Corridor G, Section Two	Chapmanville, WV
0297	District Two Sign Shop	Huntington, WV
0298	District Two Bridge Department	Huntington, WV
0299	District Two Headquarters	Huntington, WV
HIGHWAYS' DISTRICT THRE	<u>EE</u>	
0307	Calhoun County Headquarters Calhoun County Shop	Millstone, WV Millstone, WV
0318	Jackson County Headquarters Jackson County Shop	Ripley, WV Ripley, WV
0337	Pleasants County Headquarters Pleasants County Shop	Belmont, WV Belmont, WV
0343	Ritchie County Headquarters Ritchie County Shop	Harrisville, WV Harrisville, WV

HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT THE	REE (continued)	
0344	Roane County Headquarters Roane County Shop	Spencer, WV Spencer, WV
0353	Wirt County Headquarters Wirt County Shop	Elizabeth, WV Elizabeth, WV
0354	Wood County Headquarters Wood County Shop	Parkersburg, WV Parkersburg, WV
0358	District Three Comptroller	Parkersburg, WV
0362	District Three Right of Way	Parkersburg, WV
0367	District Three Heavy Maintenance Det District Three Area Heavy Maintenance Detachment Shop	Parkersburg, WV
0370	District Three Equipment Shop	Parkersburg, WV
0371	I-77, Section One Headquarters I-77, Section One Shop	Parkersburg, WV Parkersburg, WV
0372	I-77, Section Two Headquarters I-77, Section Two Shop	Medina, WV Medina, WV
0379	District Three Construction	Parkersburg, WV
0380	District Three Maintenance District Three Equipment Pool	Parkersburg, WV Parkersburg, WV
0382	Corridor D, Section Zero Headquarters	Nutter Farm, WV
0383	Corridor D, Section One Headquarters Corridor D, Section One Shop	Greenwood, WV Greenwood, WV
0397	District Three Sign Shop	Parkersburg, WV
0398	District Three Bridge Department	Parkersburg, WV
0399	District Three Headquarters	Parkersburg, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT FOU	<u>IR</u>	
0409	Doddridge County Headquarters Doddridge County Shop	West Union, WV West Union, WV
0417	Harrison County Headquarters Harrison County Shop	Clarksburg, WV Clarksburg, WV
0425	Marion County Headquarters Marion County Shop	Fairmont, WV Fairmont, WV
0431	Monongalia County Headquarters Monongalia County Shop	Morgantown, WV Morgantown, WV
0439	Preston County Headquarters Preston County Shop	Kingwood, WV Kingwood, WV
0446	Taylor County Headquarters Taylor County Shop	Grafton, WV Grafton, WV
0458	District Four Comptroller	Clarksburg, WV
0462	District Four Right of Way	Clarksburg, WV
0467	District Four, Heavy Maintenance Detachment Headquarters	Clarksburg, WV
0470	District Four, Equipment Shop	Clarksburg, WV
0471	I-79, Section One Headquarters I-79, Section One Shop	Goshen Road, WV Goshen Road, WV
0472	I-79, Section Three Headquarters I-79, Section Three Shop	Lost Creek, WV Lost Creek, WV
0473	I-68, Section One Headquarters I-68, Section One Shop	Bruceton Mills, WV Bruceton Mills, WV
0479	District Four Construction	Clarksburg, WV
0480	District Four Maintenance District Four Equipment Pool	Clarksburg, WV Clarksburg, WV
0482	Corridor D, Section Two Headquarters Corridor D, Section Two Shop	Salem, WV Salem, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT FOUR	R (continued)	
0497	District Four Sign Shop	Clarksburg, WV
0498	District Four Bridge Department	Clarksburg, WV
0499	District Four Headquarters	Clarksburg, WV
HIGHWAYS' DISTRICT FIVE	<u>3</u>	
0502	Berkeley County Headquarters Berkeley County Shop	Martinsburg, WV Martinsburg, WV
0512	Grant County Headquarters Grant County Shop	Petersburg, WV Petersburg, WV
0514	Hampshire County Headquarters Hampshire County Shop	Romney, WV Romney, WV
0516	Hardy County Headquarters Hardy County Shop	Moorefield, WV Moorefield, WV
0519	Jefferson County Headquarters Jefferson County Shop	Charles Town, WV Charles Town, WV
	Mineral County Headquarters Mineral County Shop	New Creek, WV New Creek, WV
0533	Morgan County Headquarters	Berkeley Springs, WV
	Morgan County Shop	Berkeley Springs, WV
0558	District Five Comptroller	Burlington, WV
0562	District Five Right of Way	Burlington, WV
0567	District Five, Heavy Maintenance Detachment Headquarters	Burlington, WV
0570	District Five Equipment Shop	Burlington, WV
0571	I-81, Section One Headquarters I-81, Section One Shop	Martinsburg, WV Martinsburg, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT FI	IVE (continued)	
0579	District Five Construction	Burlington, WV
0580	District Five Maintenance District Five Equipment Pool	Burlington, WV Burlington, WV
0582	Corridor H, Section Two Headquarters	Moorefield, WV
0597	District Five Sign Shop	Burlington, WV
0598	District Five Bridge Department	Burlington, WV
0599	District Five Headquarters	Burlington, WV
HIGHWAYS' DISTRICT SI	<u>tx</u>	
0605	Brooke County Headquarters Brooke County Shop	Wellsburg, WV Wellsburg, WV
0615	Hancock County Headquarters Hancock County Shop	New Cumberland, WV New Cumberland, WV
0626	Marshall County Headquarters Marshall County Shop	Glendale, WV Glendale, WV
0635	Ohio County Headquarters Ohio County Shop	Triadelphia, WV Triadelphia, WV
0648	Tyler County Headquarters Tyler County Shop	Sistersville, WV Sistersville, WV
0652	Wetzel County Headquarters Wetzel County Shop	New Martinsville, WV New Martinsville, WV
0658	District Six Comptroller	Moundsville, WV
0662	District Six Right of Way	Moundsville, WV
0664	District Six Expressway - Other (Rt. 2 2.0 miles) (Rt. 23/898 miles)	Moundsville, WV
0667	District Six Heavy Maintenance Detachment Headquarters	Moundsville, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT SIX	(Continued)	
0670	District Six Equipment Shop	Moundsville, WV
0671	I-70, Section One Headquarters I-70, Section One Shop	Elm Grove, WV Elm Grove, WV
0679	District Six Construction	Moundsville, WV
0680	District Six Maintenance District Six Equipment Pool District Six Sign Shop	Moundsville, WV Moundsville, WV Triadelphia, WV
0698	District Six Bridge Department	Moundsville, WV
0699	District Six Headquarters	Moundsville, WV
HIGHWAYS' DISTRICT SEVE	Barbour County Headquarters Barbour County Shop	Philippi, WV Philippi, WV
0704	Braxton County Headquarters Braxton County Shop	Gassaway, WV Gassaway, WV
0711	Gilmer County Headquarters Gilmer County Shop	Glenville, WV Glenville, WV
0721	Lewis County Headquarters Lewis County Shop	Weston, WV Weston, WV
0749	Upshur County Headquarters Upshur County Shop	Tennerton, WV Tennerton, WV
0751	Webster County Headquarters Webster County Shop	Webster Springs, WV Webster Springs, WV
0758	District Seven Comptroller	Weston, WV
0762	District Seven Right of Way	Weston, WV
0767	District Seven Heavy Maintenance Hqs	Weston, WV
0770	District Seven Equipment Shop	Weston, WV

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RGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
IGHWAYS' DISTRICT S	EVEN (Continued)	
0771	I-79, Section Five Headquarters I-79, Section Five Shop	Coon Knob, WV Coon Knob, WV
0772	I-79, Section Four Headquarters I-79, Section Four Shop	Burnsville, WV Burnsville, WV
0779	District Seven Construction	Weston, WV
0780	District Seven Maintenance District Seven Equipment Pool	Weston, WV Weston, WV
0782	Corridor H, Section O, Headquarters	Weston, WV
0797	District Seven Sign Shop	Weston, WV
0798	District Seven Bridge Department	Weston, WV
0799	District Seven Headquarters	Weston, WV
GHWAYS' DISTRICT E	<u>IGHT</u>	
0836	Pendleton County Headquarters Pendleton County Shop	Franklin, WV Franklin, WV
0838	Pocahontas County Headquarters Pocahontas County Shop	Marlinton, WV Marlinton, WV
0842	Randolph County Headquarters Randolph County Shop	Midland, WV Midland, WV
	Tucker County Headquarters	Parsons, WV
0847	Tucker County Shop	Parsons, WV
0847	Tucker County Shop  District Eight Comptroller	Parsons, WV Elkins, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT EI	GHT (Continued)	
0870	District Eight Equipment Shop	Elkins, WV
0879	District Eight Construction	Elkins, WV
0880	District Eight Maintenance District Eight Equipment Pool	Elkins, WV Elkins, WV
0882	Corridor H, Section One Headquarters Corridor H, Section One Shop	Elkins, WV Elkins, WV
0897	District Eight Sign Shop	Elkins, WV
0898	District Eight Bridge Department	Elkins, WV
0899	District Eight Headquarters	Elkins, WV
HIGHWAYS' DISTRICT NI	NE_	
0910	Fayette County Headquarters Fayette County Shop	Oak Hill, WV Oak Hill, WV
0913	Greenbrier County Headquarters Greenbrier County Shop	Lewisburg, WV Lewisburg, WV
0932	Monroe County Headquarters Monroe County Shop	Union, WV Union, WV
0934	Nicholas County Headquarters Nicholas County Shop	Summersville, WV Summersville, WV
0945	Summers County Headquarters Summers County Shop	Hinton, WV Hinton, WV
0958	District Nine Comptroller	Lewisburg, WV
0962	District Nine Right of Way	Lewisburg, WV
0967	District Nine Heavy Maintenance Detachment Headquarters	Lewisburg, WV
0970	District Nine Equipment Shop	Lewisburg, WV
0971	I-64, Section Eight Headquarters I-64, Section Eight Shop	Harts Run, WV Harts Run, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT NIN	E (Continued)	
0979	District Nine Construction	Lewisburg, WV
0980	District Nine Maintenance District Nine Equipment Pool	Lewisburg, WV Lewisburg, WV
0982	Corridor L, Section One Headquarters Corridor L, Section One Shop	Oak Hill, WV Oak Hill, WV
0983	Corridor L, Section Two Headquarters Corridor L, Section Two Shop	Muddlety, WV Muddlety, WV
0997	District Nine Sign Shop	Lewisburg, WV
0998	District Nine Bridge Department	Lewisburg, WV
0999	District Nine Headquarters	Lewisburg, WV
HIGHWAYS' DISTRICT TEN	<u>[</u>	
1024	McDowell County Headquarters McDowell County Shop	Welch (Havaco), WV Welch (Havaco), WV
1028	Mercer County Headquarters Mercer County Shop	Princeton, WV Princeton, WV
1041	Raleigh County Headquarters Raleigh County Shop	Beckley, WV Beckley, WV
1055	Wyoming County Headquarters Wyoming County Shop	Pineville, WV Pineville, WV
1058	District Ten Comptroller	Princeton, WV
1062	District Ten Right of Way	Princeton, WV
1064	District Ten Expressway, Other (Rt. 52 2.71 miles)	Princeton, WV
1067	District Ten Heavy Maintenance Detachment Headquarters	Princeton, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
HIGHWAYS' DISTRICT TEN	(continued)	
1070	District Ten Equipment Shop	Princeton, WV
1071	I-77, Section Seven Headquarters I-77, Section Seven Shop	Princeton, WV Princeton, WV
1072	I-64, Section Seven Headquarters	Bragg, WV
1079	District Ten Construction	Princeton, WV
1080	District Ten Maintenance District Ten Equipment Pool	Princeton, WV Princeton, WV
1082	Corridor Q, Section Zero Headquarters	Princeton, WV
1097	District Ten Sign Shop	Princeton, WV
1098	District Ten Bridge Department	Princeton, WV
1099	District Ten Headquarters	Princeton, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
MOTOR VEHICLES		
5020	Management Services	Charleston, WV
5021	Support Services	Charleston, WV
5030	Vehicle Services	Charleston, WV
5031	Regional Offices Services	Charleston, WV
5050	Driver Services	Charleston, WV
5070	Legal Services	Charleston, WV
5115	Weirton DMV Regional Office	Weirton, WV
5117	Clarksburg Regional Office	Clarksburg, WV
5126	Moundsville Regional Office	Moundsville, WV
5131	Morgantown Regional Office	Morgantown, WV
5154	Parkersburg Regional Office	Parkersburg, WV
5206	Huntington Regional Office	Huntington, WV
5220	Kanawha Mall Express Office	Charleston, WV
5223	Logan Regional Office	Logan, WV
5224	Welch Regional Office	Welch, WV
5227	Point Pleasant Regional Office	Point Pleasant, WV
5230	Williamson Regional Office	Williamson, WV
5240	Winfield Regional Office	Scott Depot, WV
5302	Martinsburg Regional Office	Martinsburg, WV
5314	Romney Regional Office	Romney, WV

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HOME AND RECEIVING ORGANIZATION NUMBER	ORGANIZATION NAME	LOCATION
MOTOR VEHICLES		
5316	Moorefield Regional Office	Moorefield, WV
5319	Charles Town Regional Office	Charles Town, WV
5336	Franklin Regional Office	Franklin, WV
5342	Elkins Regional Office	Elkins, WV
5404	Flatwoods Regional Office	Flatwoods, WV
5413	Lewisburg Regional Office	Lewisburg, WV
5428	Princeton Regional Office	Princeton, WV
5441	Beckley Regional Office	Beckley, WV
5444	Spencer Regional Office	Spencer, WV